

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Plans Examiner

BAND	GRADE	
NE	621	
<b>DEPARTMENT:</b> Development Services	<b>ACCOUNTABLE TO:</b> Sr. Plans Examiner	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for reviewing and approving residential, multi-family and commercial construction plans and specifications for building code compliance. Duties include: reviewing residential, multi-family and commercial plans; calculating values for permit fees; advising architects, engineers, contractors and draftsmen of solutions to building code and technical problems; performing field investigations; and, preparing plan review reports for code compliance.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Plans Examiner is the second level in a three level plans examiner series. The Plans Examiner is distinguished from the Counter Plans Examiner in that the Plans Examiner position requires ICC certification as a Building Plans Examiner and reviews more complex projects. The Plans Examiner is further distinguished from the Senior Plans Examiner in that the Senior Plans Examiner is responsible for training, scheduling work and providing technical guidance to other Examiners.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Reviews residential, multi-family and commercial construction plans to ensure compliance with ADA, architectural, engineering and life/safety requirements of various codes and design standards.	Daily	
2.	Performs and reviews structural calculations.	Daily	
3.	Provides expertise on technical questions from administrative staff and Code Enforcement	Daily	
4.	Advises architects, engineers, contractors and draftsmen of solutions to code and technical problems.	Daily	
5.	Prepares plan review reports for code conformance.	Daily	
6.	Researches and resolves building code complaints.	Daily	

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7.	Coordinates with inspectors on follow-up to projects in plan review.	Monthly	
8.	Updates and maintains computer databases.	Daily	
9.	Assists in training staff at the Counter Plans Examiner level.	As Required	
10.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Local zoning ordinances and policies;
- Applicable codes, laws and regulations;
- Engineering and construction practices.

#### **Skills** (position requirements at entry):

Skill in:

- Reading and interpreting blueprints and specifications;
- Organizing and coordinating plans and applications;
- Solving problems;
- Interpreting and enforcing codes;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **Training and Experience** (position requirements at entry):

Associate's Degree in Building Construction or related field and four years experience in plans or building inspection; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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**Licensing Requirements** (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;
- International Code Council (ICC) Building Plans Examiner Certification;

**Physical Requirements:**

Positions in this class typically require: stooping, reaching, sitting, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (BEO)

Date: 05/98

Rev: 03/99; 6/00; 06/03; 10/03 (skm); 11/07 (jls)